



To: Arizona Department of Education
English Acquisition Services

From: Troy Beehler, Project Manager
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Subject: Rerostering Students and Rapid Reports

With the latest release of Rapid Reports, users can now roster their students all across Arizona and not just within their district. This allows historical assessment records for transient students to be available to view/print by the new teacher.

Rerostering is currently processed in Rapid Reports by searching for students, selecting the [Reroster](#) link, then selecting the school/class that the student has moved to. In order to comply with the FERPA regulations, we only allow Rapid Reports users to search for students who are within their area of control. This means that the rerostering currently must be processed by the school/district where the student transferred from. As you know, this has created an issue because the rerostering in Rapid Reports is likely to be triggered by the school/district that the student transferred to, not the school/district that the student transferred from. To address this concern, we have made the following changes in the Rapid Reports design.

- When a user enters a new student that matches an existing student record, they will continue to see a message stating that the student already exists in Region x, District x, School x, & Class x. However, this message will also include a question asking them if they wish to reroster that student into their class. If the user selects <Yes>, then the student is rerostered into their class and they can enter test scores.
- The exception is if the user enters a new student that matches an existing student record who already has an assessment in the current test window. When a student who has a current assessment is rerostered, then their current assessment is deleted. We do not retain the assessment data because rerostering may result in changing the student to a different grade, which impacts the valid scoring ranges. Since we do not want to allow a user to delete an assessment that was entered by another user, they will not be asked if they wish to reroster the student into their class. If they want to have this student rerostered, they would need to contact the other school or district that the student is currently rostered or wait until the current test window has ended.
- To better ensure that our duplicate student check is actually matching duplicate students, we will now require DOB and Gender when entering new students. By requiring these fields, we will have a more accurate check. Otherwise, a teacher who enters just the name (i.e., Pat Smith) and no DOB or Gender, could match with another student record that only had their name entered.
- Since we will require DOB & Gender, we are adding a View Student link to the Search Students results page. This will help users view existing student information who do not currently have the DOB & Gender entered. After the next release that will require the DOB & Gender, if a user clicks on Edit Student and tries to move to the scores page, Rapid Reports will require that they enter a DOB & Gender before allowing them to continue. By adding a View Student link, it allows users to view this student information without requiring them to update the record with the DOB & Gender.

I expect to have these changes implemented in the site in January. Once implemented, it will allow users to reroster students into their class, as well as, rerostering students out of their class. I believe this will resolve the concerns that the districts are currently expressing.

Please see that this planned change is communicated to the Rapid Reports users.

Thank you for your help with this matter.